



## School District 25 Policy

# Check Writing Services

**Policy 3095**

**Adopted:** April 9, 1985

---

The Board authorizes the use of a check-signing machine in accordance with the following provisions:

1. The Treasurer or Clerk and Chairman are authorized to sign checks in accordance with the provisions of State statutes. The signatures may be facsimile;
2. The Treasurer shall maintain a check signature register and said register shall be audited at intervals to verify the accuracy of the register against the machine's tally counter;
3. The signing of blank checks shall be prohibited;
4. All void or spoiled checks shall be marked and retained and the signature section shall be removed and destroyed.